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Security Information

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

ATTENTION: Classification and Wage Administration
Division, Personnel Office

SUBJECT: Request for T/O Increase

1. The addition of one position, Secretary-Stenographer, GS-6, to the T/O for the Office of the Assistant Director, Opc, is requested.

2. The position is required to provide a secretary for the Special Assistant, Program Coordination and will include the following duties and responsibilities:

a. The maintenance of records, office safeguarding, and exercise of inter-and intra-office traffic control of all National Security Council documents including docketing and referral of all new NSC directives to the Policy Panel for interpretation and subsequent issue for guidance to designated Chiefs and Executives.

b. The maintenance and control of the Strategic, Country, and Area Plans files. Ensures proper handling and loan of these plans as well as keeping them current.

c. Taking and transcribing dictation from the Policy and Liaison Officer as well as from other SPC officers.

d. Maintenance of the Liaison Control files and assisting the SPC Liaison Officer in the Monitorship of Opc Liaison.

e. Responsible for Top Secret Document Control, ensuring proper handling of all Top Secret material and further assumes responsibility for the follow-up on action documents.

f. Performing related duties as required.

FOR THE ASSISTANT DIRECTOR FOR POLICY COORDINATION:

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Chief, Administration

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